

STATE OF CALIFORNIA
DEPARTMENT OF FISH AND GAME



**OIL SPILL PREVENTION SPECIALIST
EXAMINATION**

**SUPPLEMENTAL APPLICATION QUESTIONNAIRE
PACKAGE**

DO NOT REMOVE THIS COVER SHEET

SUPPLEMENTAL APPLICATION QUESTIONNAIRE INFORMATION

Thank you for your interest in employment as an Oil Spill Prevention Specialist. The Oil Spill Prevention Specialist examination consists entirely of this Supplemental Application Questionnaire Package.

The Self-Assessment Supplemental Application Questionnaire is designed to elicit a range of specific information regarding each candidate's knowledge, experience, and potential to effectively perform the duties relative to the classification. Please be sure to read the instructions carefully before beginning to fill out the application.

The information you provide on this Self-Assessment Supplemental Application Questionnaire will determine your rank and score on the eligible list.

NOTE: Failure to complete and return this Supplemental Application Questionnaire Package along with your State Application (Form 678) by **the final filing date of November 30, 2009** will result in elimination from the examination.

Information provided on both the State Application and Supplemental Application Questionnaire is subject to verification. Misrepresentation of knowledge or experience will result in adverse consequences which could include the following:

- removal from the exam process;
- removal from the certification list;
- loss of state employment; and/or;
- loss of the right to compete in any future examinations.

If successful in the examination, your name will be placed on the eligibility list for a period of twelve (12) months. During this period, you may apply for openings and be considered for employment opportunities with the Department of Fish and Game.

If you have any questions regarding the Oil Spill Prevention Specialist examination, please contact the Department of Fish and Game at (916) 653-8120.

Good luck!!

Please Read Carefully INSTRUCTIONS TO CANDIDATES

- Candidates must complete and return both the State Application (Form 678) and the entire Supplemental Application Questionnaire Package; which includes the Conditions of Employment, Statement of Understanding for Candidates and the Supplemental Application Questionnaire.
- When evaluating work experience you may include paid and/or voluntary experience.
- Fill out the questionnaire neatly and legibly.
- For the narrative question section, please only use the space provided in the questionnaire.
- Do not write on the back of pages. Do not alter the form in any way. Altered forms or responses will not be evaluated.
- Do not attach a resume, additional pages, or other materials. Attachments will not be evaluated.
- For the self-rating section, please only check one box for each question. If two (2) boxes are checked, you will not receive a score for that item.
- Be sure your envelope has adequate postage to ensure your envelope is not returned by the Post Office.
- Make a photocopy for your records.
- The State Examination Application and Supplemental Application Questionnaire Package **both** must be postmarked by the U.S. Postal Service **no later than the final filing date of November 30, 2009**. Applications postmarked, personally delivered, or received via inter-office mail, after November 30, 2009 will not be accepted. Applications may be filed in person or mailed to:

Department of Fish and Game
Attention: Exam Unit
1416 Ninth Street, Room 1217-B
Sacramento, CA 95814

- Applicants who do not complete both the State Examination Application (Form 678) and the Supplemental Application Questionnaire Package will be **rejected** from the examination.
- You cannot submit this document electronically. Facsimiles (fax) will not be accepted under any circumstances.

CONDITIONS OF EMPLOYMENT

If you are successful in this examination, your name will be placed on an active employment list and certified to fill vacancies according to the conditions you specify on this form. Please notify the Department of Fish and Game promptly of any change in your address or availability for employment.

NAME: _____

PLEASE FILL IN THE TYPE OF APPOINTMENT YOU WILL ACCEPT:

PERMANENT OR TEMPORARY (A) Full-Time, Part-Time and/or Intermittent

PERMANENT (D) Full-Time Only

PLEASE FILL IN LOCATION(S) IN WHICH YOU ARE WILLING TO WORK:

Please check your choices – You will not be contacted for a job in locations not checked. **THE SYSTEM WILL ONLY ALLOW UP TO 16 ENTRIES. IF MORE THAN 16 CHECKS ARE MADE, YOU WILL BE CONSIDERED AVAILABLE TO WORK ANYWHERE IN THE STATE.**

(5) ANYWHERE IN THE STATE – If checked, no further selection necessary

ALAMEDA 0100	KINGS 1600	PLACER 3100	SIERRA 4600
AMADOR 0200	LAKE 1700	PLUMAS 3200	SISKIYOU 4700
ALPINE 0300	LASSEN 1800	RIVERSIDE 3300	SOLANO 4800
BUTTE 0400	LOS ANGELES 1900	SACRAMENTO 3400	SONOMA 4900
CALAVERAS 0500	MADERA 2000	SAN BENITO 3600	STANISLAUS 5000
COLUSA 0600	MARIN 2100	SAN BERNARDINO 3600	SUTTER 5100
CONTRA COSTA 0700	MARIPOSA 2200	SAN DIEGO 3700	TEHAMA 5200
DEL NORTE 0800	MENDOCINO 2300	SAN FRANCISCO 3800	TRINITY 5300
EL DORADO 0900	MERCED 2400	SAN JOAQUIN 3900	TULARE 5400
FRESNO 1000	MODOC 2500	SAN LUIS OBISPO 4000	TUOLUMNE 5500
GLENN 1100	MONO 2600	SAN MATEO 4100	VENTURA 5600
HUMBOLDT 1200	MONTEREY 2700	SANTA BARBARA 4200	YOLO 5700
IMPERIAL 1300	NAPA 2800	SANTA CLARA 4300	YUBA 5800
INYO 1400	NEVADA 2900	SANTA CRUZ 4400	
KERN 1500	ORANGE 3000	SHASTA 4500	

CONTINUE ON TO NEXT PAGE

STATEMENT OF UNDERSTANDING FOR CANDIDATES

Government Code Section 19680 through 19682 requires that all State civil service examinations be confidential and impartial. As a participant, I hereby certify that I will maintain the confidentiality of this examination and that all the statements I make in this application are true. I understand that my responses are subject to verification at any time; and, if I misrepresent myself, this is cause for any applicable adverse consequences (e.g., removal from the exam process; removal from the certification list; loss of state employment; and/or, loss of the right to compete in any future examinations).

I understand that I am fully responsible for reading/comprehending all information and instructions provided in this supplemental application questionnaire. Further, I understand that if this questionnaire is not completed correctly, it will not be processed and therefore will result in an automatic disqualification from this examination process.

Please complete the following items after you have read the standards stated above.

CANDIDATE'S SIGNATURE _____ DATE _____

NAME (PRINT): _____

EXAMINATION TITLE: _____ OIL SPILL PREVENTION SPECIALIST _____

CONTINUE ON TO NEXT PAGE

OIL SPILL PREVENTION SPECIALIST

NARRATIVE QUESTIONS

For the five (5) questions on the following pages, please provide a detailed written response. Limit your response to the space provided. Please do not write on the back of the forms and do not attach any other papers or documents as they will not be evaluated. Also, please do not alter the forms in any way as altered forms will not be evaluated.

**CONTINUE TO THE NEXT PAGE FOR THE
SUPPLEMENTAL APPLICATION QUESTIONNAIRE**

- 1. Please describe your training and experience with the Incident Command System (ICS). In your response please describe:**
- **The ICS role(s) you have held**
 - **Your participation in actual incidents**
 - **Drill scenarios you have participated in**
 - **Training courses you have taken**
 - **Any State, Federal, or local agencies involved**

Continue to the next question

2. Please describe a specific example(s) of your training and experience working in hazardous conditions.

In your response please include:

- **Your experience identifying hazardous conditions**
- **Safety precautions observed**
- **Major health and environmental considerations**
- **Types of safety equipment used**
- **Training courses you have taken**

Continue to the next question

3. Please describe your training and experience with marine oil spill pollution prevention methodologies. In your response, please provide specific examples of:
- Your role(s) in actual drill scenarios or spill incidents
 - Preventative measures you have taken
 - Investigation techniques you have used in marine oil spill pollution prevention
 - Training courses you have taken

Continue to the next question

- 4. Please describe your training and experience with oil transfer; including, but not limited to vessels, marine facilities, pipelines, mobile transfer units (MTU), etc. Please include in your response:**
- Experience with the transfer of petroleum products
 - Experience with bunkering
 - Experience with lightering or ship to ship operations
 - Training you have taken

Continue to the next question

5. Please describe your training and experience investigating and determining incident "root cause analysis." In your response please include:
- Your experience with oil transfer operations incident investigations
 - Your experience with maritime related incidents investigations (for example vessel collisions, allisions, groundings, loss of propulsion or steering)
 - Steps taken in your investigation
 - Training you have taken

Continue to the next Section

Self- Rating Questions: For the following questions, please self-rate your experience for each job related task. Choose one level from the choices that best describes your experience. You may include paid or voluntary experience when evaluating your experience.

6. Experience working with Word or similar word processing programs.

I have trained and/or supervised and reviewed others performing this task.

I have enough experience to perform this task without training or supervision.

I have some experience performing this task independently but may need some additional training and/or supervision.

I have assisted others in performing this task, but have not performed this task on my own.

I have no experience performing this task.

7. Experience working with Excel or similar spreadsheet programs.

I have trained and/or supervised and reviewed others performing this task.

I have enough experience to perform this task without training or supervision.

I have some experience performing this task independently but may need some additional training and/or supervision.

I have assisted others in performing this task, but have not performed this task on my own.

I have no experience performing this task.

8. Experience working with Outlook or similar email programs.

I have trained and/or supervised and reviewed others performing this task.

I have enough experience to perform this task without training or supervision.

I have some experience performing this task independently but may need some additional training and/or supervision.

I have assisted others in performing this task, but have not performed this task on my own.

I have no experience performing this task.

9. Experience working with Access or similar database programs.

I have trained and/or supervised and reviewed others performing this task.

I have enough experience to perform this task without training or supervision.

I have some experience performing this task independently but may need some additional training and/or supervision.

I have assisted others in performing this task, but have not performed this task on my own.

I have no experience performing this task.

Continue to next page

10. Experience responding to pilotage incidents.

I have trained and/or supervised and reviewed others performing this task.

I have enough experience to perform this task without training or supervision.

I have some experience performing this task independently but may need some additional training and/or supervision.

I have assisted others in performing this task, but have not performed this task on my own.

I have no experience performing this task.

11. Experience responding to tug escort incidents.

I have trained and/or supervised and reviewed others performing this task.

I have enough experience to perform this task without training or supervision.

I have some experience performing this task independently but may need some additional training and/or supervision.

I have assisted others in performing this task, but have not performed this task on my own.

I have no experience performing this task.

12. Experience responding to pipeline incidents.

I have trained and/or supervised and reviewed others performing this task.

I have enough experience to perform this task without training or supervision.

I have some experience performing this task independently but may need some additional training and/or supervision.

I have assisted others in performing this task, but have not performed this task on my own.

I have no experience performing this task.

13. Experience responding to marine fire fighting incidents.

I have trained and/or supervised and reviewed others performing this task.

I have enough experience to perform this task without training or supervision.

I have some experience performing this task independently but may need some additional training and/or supervision.

I have assisted others in performing this task, but have not performed this task on my own.

I have no experience performing this task.

Continue to next page

14. Experience with current Federal rules, regulations, practices, and procedures relating to prevention of and response to oil spills.

I have trained and/or supervised and reviewed others performing this task.

I have enough experience to perform this task without training or supervision.

I have some experience performing this task independently but may need some additional training and/or supervision.

I have assisted others in performing this task, but have not performed this task on my own.

I have no experience performing this task.

15. Experience with current international rules, regulations, practices, and procedures relating to prevention of and response to oil spills.

I have trained and/or supervised and reviewed others performing this task.

I have enough experience to perform this task without training or supervision.

I have some experience performing this task independently but may need some additional training and/or supervision.

I have assisted others in performing this task, but have not performed this task on my own.

I have no experience performing this task.

16. Experience providing information about petroleum products and their safe handling during transfer and clean-up.

I have trained and/or supervised and reviewed others performing this task.

I have enough experience to perform this task without training or supervision.

I have some experience performing this task independently but may need some additional training and/or supervision.

I have assisted others in performing this task, but have not performed this task on my own.

I have no experience performing this task.

17. Experience working with oil spill contingency plan components of tank vessels.

I have trained and/or supervised and reviewed others performing this task.

I have enough experience to perform this task without training or supervision.

I have some experience performing this task independently but may need some additional training and/or supervision.

I have assisted others in performing this task, but have not performed this task on my own.

I have no experience performing this task.

Continue to next page

18. Experience working with oil spill contingency plan components of non-tank vessels.

I have trained and/or supervised and reviewed others performing this task.

I have enough experience to perform this task without training or supervision.

I have some experience performing this task independently but may need some additional training and/or supervision.

I have assisted others in performing this task, but have not performed this task on my own.

I have no experience performing this task.

19. Experience working with oil spill contingency plan components of marine facilities.

I have trained and/or supervised and reviewed others performing this task.

I have enough experience to perform this task without training or supervision.

I have some experience performing this task independently but may need some additional training and/or supervision.

I have assisted others in performing this task, but have not performed this task on my own.

I have no experience performing this task.

20. Experience taking charge of an incident including coordinating response efforts with other agencies, State, Federal, local governments, and specifically US Coast Guard and EPA.

I have trained and/or supervised and reviewed others performing this task.

I have enough experience to perform this task without training or supervision.

I have some experience performing this task independently but may need some additional training and/or supervision.

I have assisted others in performing this task, but have not performed this task on my own.

I have no experience performing this task.

21. Experience interpreting governmental codes, guidelines, and regulations to carry out duties effectively.

I have trained and/or supervised and reviewed others performing this task.

I have enough experience to perform this task without training or supervision.

I have some experience performing this task independently but may need some additional training and/or supervision.

I have assisted others in performing this task, but have not performed this task on my own.

I have no experience performing this task.

Continue to next page

22. Experience designing oil spill drills.

I have trained and/or supervised and reviewed others performing this task.

I have enough experience to perform this task without training or supervision.

I have some experience performing this task independently but may need some additional training and/or supervision.

I have assisted others in performing this task, but have not performed this task on my own.

I have no experience performing this task.

23. Experience evaluating oil spill drills.

I have trained and/or supervised and reviewed others performing this task.

I have enough experience to perform this task without training or supervision.

I have some experience performing this task independently but may need some additional training and/or supervision.

I have assisted others in performing this task, but have not performed this task on my own.

I have no experience performing this task.

24. Experience ensuring compliance with oil spill prevention and response statutes and regulations.

I have trained and/or supervised and reviewed others performing this task.

I have enough experience to perform this task without training or supervision.

I have some experience performing this task independently but may need some additional training and/or supervision.

I have assisted others in performing this task, but have not performed this task on my own.

I have no experience performing this task.

25. Experience participating in vessel or facility incident third party investigations.

I have trained and/or supervised and reviewed others performing this task.

I have enough experience to perform this task without training or supervision.

I have some experience performing this task independently but may need some additional training and/or supervision.

I have assisted others in performing this task, but have not performed this task on my own.

I have no experience performing this task.

Continue to next page

26. Experience reviewing vessel oil spill contingency plans.

I have trained and/or supervised and reviewed others performing this task.

I have enough experience to perform this task without training or supervision.

I have some experience performing this task independently but may need some additional training and/or supervision.

I have assisted others in performing this task, but have not performed this task on my own.

I have no experience performing this task.

27. Experience evaluating vessel oil spill contingency plans.

I have trained and/or supervised and reviewed others performing this task.

I have enough experience to perform this task without training or supervision.

I have some experience performing this task independently but may need some additional training and/or supervision.

I have assisted others in performing this task, but have not performed this task on my own.

I have no experience performing this task.

28. Experience reviewing marine facility oil spill contingency plans.

I have trained and/or supervised and reviewed others performing this task.

I have enough experience to perform this task without training or supervision.

I have some experience performing this task independently but may need some additional training and/or supervision.

I have assisted others in performing this task, but have not performed this task on my own.

I have no experience performing this task.

29. Experience evaluating marine facility oil spill contingency plans.

I have trained and/or supervised and reviewed others performing this task.

I have enough experience to perform this task without training or supervision.

I have some experience performing this task independently but may need some additional training and/or supervision.

I have assisted others in performing this task, but have not performed this task on my own.

I have no experience performing this task.

Continue to next page

30. Experience investigating the cause of vessel groundings.

I have trained and/or supervised and reviewed others performing this task.

I have enough experience to perform this task without training or supervision.

I have some experience performing this task independently but may need some additional training and/or supervision.

I have assisted others in performing this task, but have not performed this task on my own.

I have no experience performing this task.

31. Experience investigating the cause of marine incidents.

I have trained and/or supervised and reviewed others performing this task.

I have enough experience to perform this task without training or supervision.

I have some experience performing this task independently but may need some additional training and/or supervision.

I have assisted others in performing this task, but have not performed this task on my own.

I have no experience performing this task.

32. Experience with maintaining oil spill prevention and response databases.

I have trained and/or supervised and reviewed others performing this task.

I have enough experience to perform this task without training or supervision.

I have some experience performing this task independently but may need some additional training and/or supervision.

I have assisted others in performing this task, but have not performed this task on my own.

I have no experience performing this task.

33. Experience developing programs related to oil spill prevention and response.

I have trained and/or supervised and reviewed others performing this task.

I have enough experience to perform this task without training or supervision.

I have some experience performing this task independently but may need some additional training and/or supervision.

I have assisted others in performing this task, but have not performed this task on my own.

I have no experience performing this task.

Continue to next page

34. Experience working as a member of a “Bridge Management Team.”

I have trained and/or supervised and reviewed others performing this task.

I have enough experience to perform this task without training or supervision.

I have some experience performing this task independently but may need some additional training and/or supervision.

I have assisted others in performing this task, but have not performed this task on my own.

I have no experience performing this task.

35. Experience with salvage and stability considerations of grounded vessels.

I have trained and/or supervised and reviewed others performing this task.

I have enough experience to perform this task without training or supervision.

I have some experience performing this task independently but may need some additional training and/or supervision.

I have assisted others in performing this task, but have not performed this task on my own.

I have no experience performing this task.

36. Experience with response equipment such as, but not limited to: boom, skimmers, storage, pumps, sorbents, etc.

I have trained and/or supervised and reviewed others performing this task.

I have enough experience to perform this task without training or supervision.

I have some experience performing this task independently but may need some additional training and/or supervision.

I have assisted others in performing this task, but have not performed this task on my own.

I have no experience performing this task.

YOU HAVE COMPLETED THE EXAMINATION

OIL SPILL PREVENTION SPECIALIST EXAMINATION CHECKLIST

Please be sure you have completed all of the following before you submit your examination for evaluation:

- Completely filled out and signed the State Examination Application (Form 678).
- Completely filled out the CONDITIONS OF EMPLOYMENT form included with this Supplemental Application Package.
- Read, signed, and dated the STATEMENT OF UNDERSTANDING FOR CANDIDATES form included with this Supplemental Application Package.
- Completely answered each of the five (5) narrative questions in the space provided.
- Answered each of the self-rating questions with only one (1) check mark. If two boxes are checked, you will not receive a score for that item.
- Made sure your envelope has adequate postage for mailing.
- You have made a copy of this package for your records.
- Remember both the State Examination Application and Supplemental Application Questionnaire must be postmarked by the U.S. Postal Service no later than the **final filing date of November 30, 2009**. Application packages postmarked, personally delivered, or received via inter-office mail, after the final filing date will not be accepted. Application packages may be filed in person or mailed to:

Department of Fish and Game
Attention: Exam Unit
1416 Ninth Street, Room 1217-B
Sacramento, CA 95814

- Applicants who do not complete **both** the State Examination Application (Form 678) and the Supplemental Application Questionnaire Package will be **rejected** from the examination.
- You cannot submit this document electronically.
- Facsimiles (fax) will not be accepted under any circumstances.

Congratulations, you have completed the examination for the Oil Spill Prevention Specialist.